



EMPLOYMENT OPPORTUNITY

Fiscal Analyst 2

\$2920.00 – \$3819.00 Range: 44

Recruitment 1307-10 Opens: January 21, 2010 Closes: February 5, 2010

JOB SUMMARY

This position ensures timely and accurate invoicing of interagency contracts, compliance with State regulations, and reconciling of assigned agency accounts. Primary duties include:

- Reconciling and invoicing interagency contracts
- Preparing journal vouchers relating to interagency contracts
- Reconciling revenue and expenditures
- Researching, analyzing and interpreting discrepancies in contracts and taking appropriate action to resolve
- Reconciling Statement of Penalties
- Communicating with project managers and contractors regarding various contract details and requirements
- Keeping the Accounts Receivable Manager apprised of sensitive or difficult situations
- Creating / updating desk procedures to track all ongoing issues

WORKING CONDITIONS

The duty station is at 902 E. Union Ave in Olympia. The work schedule is 10 hours per day 6:30am – 5:30pm and four days per week. Very limited leave is approved July through September, biennial / fiscal closeout.

This position is covered by a collective bargaining agreement between the State of Washington, Department of Fish and Wildlife, and the Washington Federation of State Employees (WFSE), which contains a "union security" provision. This means that, as a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status.

Competencies and Qualifications

Well qualified applicants will demonstrate competencies in the following areas:

- General working knowledge of journal vouchers, posting ledgers, and reconciling detailed transactions against AFRS reports
- Working knowledge of Microsoft Excel to perform advanced formatting and formula calculations for accounting adjustments
- Ability to work rapidly and accurately with numbers, specifically relating to fiscal data
- Ability to effectively communicate via telephone, email, or in person with employees, contractors, and project managers

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Required Qualifications: This position requires high school graduation or a GED equivalent and 2 years of relevant accounting/fiscal experience. The experience must include working with accounting adjustments (Journal Vouchers), advanced spreadsheets and the AFRS program. College credits in accounting, auditing, business administration, mathematics, or statistics would be a plus.

How to Apply:

Submit a **signed completed state application** and attach a resume that shows how you meet the qualifications and competencies listed above. For each relevant position you have held, specify your employer, title, length of service, and the duties performed. Also describe relevant training completed, including school and course title.

Here are the ways you can submit your signed application.

1. Mail your application materials to:
Margaret Gordon, Recruitment Specialist
Human Resources Office, Department of Fish and Wildlife,
600 Capitol Way North, Olympia, WA 98501-1091
2. Fax (360) 902-2392 Attn: Margaret Gordon
3. Or deliver in person to our Human Resources Office in the Natural Resource Building,
5th Floor, 1111 Washington St. SE, Olympia, WA.
4. Or scan signed copy and send by e-mail to: WDFWjobs@dfw.wa.gov

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities, are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.